

*Minneapolis Neighborhood and Community Engagement Commission*  
**Policies and Procedures Manual Task Force Meeting**

March 21, 2013

6:00 PM

NCR Office

**Minutes**

Commissioners Present: Ken Brown, Marcea Mariani, Jeff Strand, Kenya McKnight, Carol Pass, Ishmael Israel

Others Present: Howard Blin, NCR Staff

Ken Brown, Task Force convener, opened the meeting at 6:22 PM

**Motion** Strand, Seconded by Mariani, to select Israel as chair of the Task Force. Motion carried unanimously.

**Motion** Strand, Seconded by Mariani, to include Israel as a member of the Task Force. Motion carried unanimously.

**Review of Working Draft**

The Task Force agreed to use the draft Policies and Procedures Manual prepared in August 2012 by Commissioner Brown and consultant Lissa Jones as a working draft. The Task Force will review each section of the draft and agree on changes.

- Page 1: Agreed to delete Vision section.
- Page 2: Add Vision and Purpose/Mission sections from approved bylaws.
- Page 2: Delete Elected and Appointed Members section.
- Agreement to reorder the sections of the Policies and Procedures Manual, if necessary, later in the process.

**Motion** Strand, Second McKnight, to post minutes of the Task Force meetings and the working draft of the Policies and Procedures Manual on the NCEC Google Groups page.

Request from Task Force for staff to prepare a comparison of the sections in the NCEC Bylaws and the Working Draft of the Policies and Procedures Manual.

**Next Meeting.** The next meeting was set for Thursday, April 4, 2013 at 6:00 PM at the NCR Office.

**Adjournment.** The meeting adjourned at 7:50 PM

Submitted by Howard Blin